BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Hospitality Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality Pearson BTEC International Level 3 Foundation Diploma in Hospitality Pearson BTEC International Level 3 Diploma in Hospitality Pearson BTEC International Level 3 Extended Diploma in Hospitality
Unit number and title	Unit 25: Employee Training in Hospitality
Learning aim(s)	**A** Investigate training and development in hospitality businesses **B** Plan an appropriate training session
Assignment title	
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have recently been promoted to the post of *Front Office* supervisor. One aspect of your job will involve training new members of staff within the department and providing on-going support to existing members of staff. As you are new to the role, your manager has sent you on a training source to develop your knowledge and give you the required skills.
Task 1	Following the first day of training you have been asked to produce a presentation which evaluates the benefits to a hospitality business of taking a systematic approach to training design and delivery and the likely costs of training. You need to include the following in your presentation: • An explanation of why hospitality businesses invest in the training and development of their staff • Typical costs associated with providing training

	and development • The benefits of providing training • How a systematic approach can be taken towards training and development • Evaluation of findings
Checklist of evidence required	Presentation with speaker notes Observation record/digital recording f presentation
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the benefits to a hospitality business of taking a systematic approach to training design and delivery and the likely costs of training
A.M1	Analyse the benefits of a hospitality business taking a systematic approach to training and the likely costs of training
A.P1	Explain why hospitality businesses provide training and development opportunities for their employees**.**
A.P2	Describe costs and benefits of training and development.
A.P3	Describe the stages of the training cycle.
Task 2	Plan a training session for to a professional standard. You need to take into consideration/include: o type of training o instructional design o aims and objectives o learning activities o production of training materials o opportunities for the development of wider skills o assessment of learning o support for learning – special considerations
Checklist of evidence required	Professional planning documents.
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
B.D2	Plan a training session for hospitality staff to professional standards.

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B.M2	Plan an appropriate training session for hospitality staff
B.P4	Describe different types of training
B.P5	Plan a basic training session for hospitality staff

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